

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
JULY 28, 2021

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held using a remote connection meeting platform Zoom on Wednesday, July 28, 2021.

Commissioner Rutz called the meeting to order at 6:05 p.m.

A. Attendees

Present: Susan Rutz Absent: Adriana Ospina
Rich Ostuw
Lester McKoy
Sheila Williams-Brown

Advisory Board Member: Ronice Latta
Bianca Shinn-Desras

Present: Natalie Coard
Dorothea Dorante
Sam Feda
Jackie Figueroa
Jonathan Gottlieb
Peter Stothart
Lisa Reynolds
Christine Young

B. Approval of Minutes - Approval of minutes of the Regular Board Meeting of June 23, 2021

- The June 23, 2021, Board Meeting minutes were inadvertently missed being uploaded to the July Board package on BoardPaq. These minutes will be included in the August Board Meeting to be approved.

C. Public Comment – No public comments.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Rutz and Williams-Brown, Advisory Board members Latta and Shinn-Desras, Ms. Tantimonico, Ms. Coard, Ms. Reynolds, Ms. Dorante, Ms. Figueroa and Ms. Young attended the HR Committee meeting on 07/27/2021. Ms. Dorante provided an update of COC's recognition and engagement activities. Ms. Tantimonico reviewed the COC Code of Ethics Policy – Chapter #106.

Operations Committee – Commissioners Ostuw, Rutz, McKoy, and Ms. Williams-Brown, Advisory Board members Latta and Shinn-Desras, Ms. Coard, Ms. Figueroa, Ms. Reynolds, Mr. Feda, Ms. Dorante, Mr. Stothart and Ms. Young attended the Operations Committee meeting on 07/28/2021. Ms. Coard presented an update on the UniteCT program, noting four payments for COC residents totaling \$40,000 and four payments for Stone Harbour residents totaling \$43,000 were received. A total of 26 applications are pending as we continue to promote the program. Mr. Feda provided an update on the status of June's accounts receivable. Ms. Coard provided an overview of our security initiatives, including an update of our current security vendors staffing and technology capacity, development of COC's no trespassing policy and pending quotes for cameras at Ursula Park Townhouses. Ms. Coard provided an overview of the Management Occupancy Review results recently conducted for Rippowam Manor. Ms. Figueroa provided an update on the direct referral process, supportive service offerings and policy updates for the recently awarded Emergency Housing Vouchers. Mr. Stothart reviewed the current procurement activity and capital projects underway at various COC properties and discussed the Specialized Legal Services RFP.

Finance Committee – Commissioners Ostuw, Rutz, and Williams-Brown, Advisory Board members Latta and Shinn-Desras, Ms. Coard, Ms. Reynolds, Mr. Gottlieb, Ms. Figueroa, Mr. Fedá, Mr. Paulemon, Mr. Arturo, Ms. Silverio, Ms. Luzietti, Ms. Ball, Ms. Tarulli and Ms. Young attended the Finance Committee meeting on 07/27/2021. Ms. Reynolds provided an overview on the next Board Policy Review. The Investment Committee (as outlined in the Adopted Investment Policy) consisting of two Board members (Chair and Vice Chair) and three COC staff members (CEO, ED, CFO) will perform the initial review and make recommendations to the Board for policy adoption.

Mr. Fedá, Mr. Paulemon, Mr. Arturo, Ms. Silverio, Ms. Luzietti and Ms. Ball gave a presentation overview of the MRI and AVID financial systems conversion. The team provided the vision and objectives of the project including the timeline and planning process through completion. They described the hurdles overcome and improvements achieved in the areas of accounting, financial reporting and invoice processing. A preview of the remaining financial modules to be implemented in the next six months was provided.

E. Report from Executive Director –Ms. Coard provided an update on the Reopening Plan that will be updated to reflect the changes to Phase 3. There will be two phases: 3A and 3B. Phase 3A will allow 100% staff capacity in the office with no visitors. Phase 3B will allow all visitors, clients, and residents in the office. Ms. Coard discussed the waiting list managed by COC, which included the process to apply online and challenges with having an online waiting list. Ms. Coard noted that COC manages about 45 waiting list for the various properties and Housing Choice Voucher Program. Ms. Coard provided an update on the governmental advocacy outreach and informed that meetings are scheduled in 8/2021 with elected officials to discuss COC and its impact in the community.

F. Board Discussion –

Commissioner Rutz stated that there was no topic for discussion tonight.

G. Resolutions –

21-20: Authorize Change Order No. 4 to contract with FireTech for Added Funding and Contract Extension for Inspection and Testing of the Fire Alarm

- Commissioner McKoy moved, Commissioner Ostuw seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities, that the Executive Director is authorized to execute Change Order No. 4 for additional funding with FireTech, Inc. for the amount of \$60,860.00, raising the total not to exceed contract to \$215,860.00 and to extend the contract term. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy
Sheila Williams-Brown

Nays: None

21-21: Intent to Issue Multifamily Housing Revenue Notes Not Exceeding \$10,500,000 for Lawnhill Terrace 4 and to Reimburse Expenses Associated with the Issuance

- Commissioner Latta moved, Commissioner McKoy seconded.

Be it resolved by the commissioners of the Housing Authority of the City of Stamford that the resolution prepared by Bond Counsel authorizing issuance and sale of multifamily revenue housing notes not exceeding \$10,500,000 for Lawnhill Terrace 4 be approved and that the Executive Director or CEO of the Housing Authority of the City of Stamford be authorized to execute and implement the agreement.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy
Sheila Williams-Brown

Nays: None

H. Executive Session

No Executive Session was held.

I. Adjournment

At 6:47 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director